

Red Robins

Breakfast and After School Club Terms and Conditions

As part of our commitment to providing extended school care, Sir John Offley Primary School is pleased to be able to offer our Breakfast and After School provision, Red Robins. Please find below the Terms & Conditions:

LOCATION

Red Robins Breakfast and After-School Clubs is held in a purpose made room located in the main building of the school. Children are able to take part in a variety of planned activities such as art and craft, reading, playing board games, etc. We have a different 'themed' activity each day that the children can choose to take part in if they wish. The children also have access to an outdoor area as and when the weather allows.

OPENING TIMES

The clubs will operate from Monday to Friday during term-time only.

Breakfast Club will open from 7.45am to 8.50am. Unfortunately, due to current Covid 19 restrictions we are unable to provide the usual breakfast menu. Children are welcome to bring a snack (i.e. breakfast/cereal bar) from home if they wish.

After School Club will be open from 3.15pm to 5.30pm. A biscuit and drink will be served at 3.30pm.

FEES

Breakfast Club

Arrival between: 7.45am & 8.15am £5.00
8.15am & 8.50am £2.50

After-School Club (Biscuit & drink included at 3.30pm)

Pick-up between: 3.15pm & 3.45pm £3.00
3.45pm & 4.15pm £5.00
4.15pm & 4.45pm £7.00
4.45pm & 5.30pm £9.00

PAYMENT

Parents have a number of payment options of payment, either by childcare voucher schemes set up by their employer, via the Gov.uk Tax-Free Childcare scheme or via our online payment system, ParentPay. If you would like to pay by childcare vouchers please contact our Bursar, Mrs Anderson, in the school office who will make the necessary arrangements. Unfortunately, refunds cannot be given if payment is made via childcare voucher schemes or government tax-free schemes. We therefore encourage parents not to build up large credit balances if paying via this method.

Payment must be made in advance each week before 9am on a Monday morning. Your Parentpay account will be charged on a daily basis. Parents must ensure that there is sufficient credit in their child's Breakfast and After School account **before** they use the provision. Any credit in the account upon withdrawal of a child from the extended school provision will be refunded to the parent. Unfortunately, payments that are made by childcare vouchers cannot be refunded.

Sir John Offley CE (VC) Primary School

Izaak Walton Way • Madeley • Cheshire • CW3 9PJ Tel: 01782 750301

E mail: office@sirjohnoffley.staffs.sch.uk

Web: www.sirjohnoffley.staffs.sch.uk

DEBT

We ask that parents ensure payment is made in advance and that there is always credit in their Breakfast and After School Club account on ParentPay. Should the account go into arrears, then the School Debt Policy will be enforced. This can be found on the School website.

BOOKINGS

We request that parents book places at both the Breakfast and After School Club at least **a week in advance**. Bookings should be made directly with Red Robins staff during drop off/pick up or via the Red Robins email address: redrobins@sirjohnoffley.staffs.sch.uk.

During the Covid restrictions, children in Red Robins will form a 'bubble' and so only children who attend Red Robins on a regular basis will be allowed to attend the provision. Unfortunately this means that we are unable to take ad-hoc bookings at this time.

SIGNING IN

All children attending Breakfast Club must be signed in with staff at the start of the morning session. All children must be dropped off by an adult and should not be left to enter the school site unattended.

COLLECTING CHILDREN

All children attending After School Club must be signed out when collected; the time of signing out must also be recorded. Please notify a member of Red Robins or School Office staff if someone different will be collecting your child. We will not allow your child to leave with a person for whom we have not received authorisation. Please do not send anyone under the age of 16 to collect your child.

LATE COLLECTION

Parents should collect their child promptly before the end of the session at 5.30pm. If a parent is delayed they should contact the school office immediately on 01782 750301. If we have not received notification of delay from the parent and are unable to contact them, the next emergency contact on the pupil data collection sheet will be contacted.

LATE COLLECTION CHARGES

An additional amount of £5.00 per child per 15 minutes will be charged if a child is not collected by 5.30pm.

CANCELLATION / REFUNDS

We will require two weeks written notice for any decrease in sessions or withdrawal of your child from either/both clubs. Refunds will not be given for non-attendance. In the case of illness, refunds will be given if your child is away from school for more than 24 hours i.e. if your child is due to attend club, the first day of illness will be charged, any continuous subsequent days of the illness will be refunded.

PUPIL INFORMATION

You will be asked to complete a registration form if you would like to use the extended school provision. Information contained in this document will be used if there is a need for a parent to be contacted and for those children with medical needs. Please ensure that any changes in emergency contact or medical needs are reported to the school office as soon as possible so that we always have accurate and up to date information. All registration forms will be kept confidentially and stored in a locked cabinet when not in use.

PUPIL ILLNESS

If your child becomes unwell during Breakfast or After School Club you will be contacted by a member of staff. Please notify the school office of any contact detail changes as soon as possible so that emergency contact details are accurate.

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If your child is suffering from a contagious illness such as diarrhoea or vomiting, they must not return to school for at least 48hours after the last episode occurred. This will help to limit the spread of illness.

STAFFING

The number of staff in the extended care sessions will vary depending on the number of children but it will always follow the correct adult to pupil ratio as per government guidelines. In addition to this the Headteacher or Assistant Headteacher will be contactable, as well as a qualified first aider. All staff have current Enhanced Disclosure and Barring checks in place and are registered on the Single Central Register.

CONTINGENCY ARRANGEMENTS FOR STAFF ABSENCE AND EMERGENCIES

If a member of staff is absent, arrangements will be made by the Headteacher/Assistant Headteacher to ensure that a suitably qualified member of school staff is available to run the session.

POLICIES AND PROCEDURES

All policies and procedures of Sir John Offley CE (VC) Primary school are strictly adhered to during Breakfast and After-School club sessions.

FINANCE

- Red Robins is a governor run arrangement and is self-financing
- The attendance fees are designed to cover all costs of the sessions. This includes staffing, resources and day-to-day running costs
- It may be necessary to change fees from time to time however parents/carers will be given sufficient advance warning

ELECTRONIC DEVICES

Electronic devices are not allowed at the extended school clubs. The children will have access to the IT equipment and will have a range of activities to keep them busy.

Sir John Offley CE (VC) Primary School

Extended School Provision

I agree to abide by the Red Robins Breakfast and After School Club Terms and Conditions as laid out in the attached document:

Parent/Carer Name: _____

Parent/Carer Signature: _____

Child's Name: _____

Date: _____

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Booking Form

Red Robin Breakfast and After School Club

Child's Name _____

Booking Period (please delete as appropriate):

Week / Half-term / Term / Academic Year If weekly, week commencing: _____

I confirm that there is sufficient credit in my ParentPay Breakfast and After School Account to pay for this booking:

Parent/Carer's Name: _____

Signature: _____

Date: _____

	Breakfast Club Please state drop off time	After School Club Please state collection time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

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Registration Form

Red Robin Breakfast and After School Club

Once complete, please return this form to the school office.

Child's Name (in full): _____

Date of Birth: _____

Address: _____

Name of Parent/Guardian: _____

Daytime Contact Number: _____ Mobile Number: _____

Other adult with parental responsibility or legal access: _____

Relationship to child: _____ Contact Numbers: _____

Collection Arrangements

Please list any other person(s) authorised to collect your child:

Name: _____ Relationship: _____ Tel No: _____

Name: _____ Relationship: _____ Tel No: _____

Medical Information

Does your child have any particular special need or medical need? Yes/No

Does your child have any specific dietary need? Yes/No

Please provide information: _____

If so, has this been recorded on the school information in the office? Yes/No

I agree to emergency medical treatment/action being taken if necessary Yes/No

I agree to abide by the terms and conditions of Sir John Offley's Extended Provision.

Parent/Carer's Name: _____

Signature: _____

Date: _____